



MONROE CITY COUNCIL

Agenda Bill No. 19-036

SUBJECT:	<i>Approval of 2020 Budget Development Calendar</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/12/2019	Finance	Becky Hasart	Becky Hasart	Consent Agenda #14

Discussion: 02/12/2019

Attachments: 1. 2020 Budget Calendar

REQUESTED ACTION: Move to approve the 2020 Budget Calendar, as presented.

POLICY CONSIDERATION

RCW 35A.33 establishes the regulatory timeline associated with the development of a code city's annual budget. The City of Monroe chooses to begin and develop its fiscal budget earlier than the required timeline to allow for additional time for Council consideration and to increase public input opportunities.

DESCRIPTION/BACKGROUND

As part of the annual budget process, the Finance department creates the calendar for the next year's budget development. By creating the calendar early in the year, Council, Executive, and Staff will know what to expect during the year regarding major budget milestones.

FISCAL IMPACTS

None.

TIME CONSTRAINTS

None. However, the 2020 Budget would need to be adopted prior to the start of fiscal year 2020.

ALTERNATIVES

N/A.

2020 Budget Calendar

<u>Date</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Legal Deadline</u>
4/30/2019 5:00 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
6/17/19	Budget worksheets sent out to all departments (with instructions)	Finance Director	9/9/2019
7/29/19 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	9/23/2019
07/30/2019 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
8/5/19 - 8/30/2019	City Administrator & Mayor review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	10/1/2019
9/3/19-9/13/19	Draft Budget Message	Mayor/CA	n/a
9/18/19	Final Budget Message	Mayor/CA	10/31/2019
9/24/19	Council presented with estimates of revenues for 2019 (current year)	Finance Director	10/1/2019
9/24/19	Preliminary Budget presented to council & filed with the City Clerk	City Clerk publishes	10/31/2019
10/8/19	Public Hearing on revenue sources for 2020, including consideration of possible property tax increases and for the 2020 Budget.	City Clerk publishes	10/31/2019 (clerk to publish notice 09/30/19 & 10/07/19)
10/15/19	2020 Budget Presentation to Council	Finance Director, Department Heads	n/a
10/22/19	First reading of Ordinance setting property tax levy	City Council	n/a
11/12/19	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/30/2019
10/29/2019 5:30 p.m.	Council retreat/workshop	City Administrator, Mayor, Finance Director & Dept. Heads	n/a
11/12/19	First reading of Ordinance for 2020 Budget	City Council	n/a
12/10/19	Second Reading/Adoption of Ordinance for 2020 Budget	City Council	12/31/2019